

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

COMMONWEALTH COORDINATED CARE PLUS PROGRAM ANALYST

Role Title: Policy and Planning Specialist I

Position #W0201

HOURLY POSITION – NO STATE BENEFITS

Pay Band 4, Level II Hiring Range: \$16.15 - \$21.63 per hour

Closing Date: February 26, 2018

Excellent opportunity to support all areas of quality reporting and monitoring for the new Commonwealth Coordinated Care Plus (CCC Plus) program within the Integrated Care Division. This position works closely with CCC Plus Quality team to perform data entry, conduct reviews of quality reports submitted by the CCC Plus health plans, track compliance actions and assist with analysis of the data. The incumbent also designs, conducts, and reviews research projects related to CCC Plus quality reports relying on quantitative methods and trend analysis. Interested applicants must have knowledge of system applications including Excel, Access, databases, and word processing. Requires excellent organizational skills and the ability to work in a fast-paced environment. Must have demonstrated ability to solve problems and to work collaboratively with others. Prefer some experience working with report data, compliance reports, and analyzing information for reporting, as well as knowledge of Medicaid member and managed care information systems. Bachelor's degree with major coursework in policy administration, business administration, or information systems preferred; education/ training/experience may substitute. Opportunity for a flexible schedule. **This hourly position is limited to 29 hours per week/ 1500 per year.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA